

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently prequalified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide four [4] paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by February 17, 2005 @ 3:30 pm. Fax and electronic copies are not acceptable. **Please do not deliver in person.**

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. **Please do not deliver in person.**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order

cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$100,000/\$500,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

The scope of services is attached to this solicitation.

SCOPE OF SERVICES
for
CONSULTANT INSPECTION AND TESTING SERVICES

I. CONSTRUCTION PROJECT DESCRIPTION

This Scope of Services is for use on the following Construction Projects:

M 03023, IM 39025 J.N. 79805A, 79801A

Project Description: Concrete Pavement Repairs on M-89, (Cedar Street), from west of US-131 to east of US-131 and I-94WB from 40th Street to easterly to Helmer Road, in Kalamazoo, Calhoun and Allegan Counties. (Two Locations)

MDOT Project Manager:

James Woods, P.E.

5372 South 9th Street

Kalamazoo, MI. 49009

Email: woods.j@michigan.gov

Primary Prequalification Classification:

Density Inspection and Testing

Portland Cement Concrete Inspection and Testing

DBE Requirement: 0%

Estimated Letting Date:

October, 2004

Anticipated Start Date of the Construction Project:

May, 2005

Anticipated Completion Date for Construction:

November, 2005

Estimated Construction Cost:

\$2.6 million

Consultant Service Notes - The following requirements and/or clarifications are in addition to those of standard MDOT Construction Inspection and Testing, as shown in the remainder of this document. Please carefully review this document in its entirety:

1. A normal schedule shall be considered to be 5 day, 8-hour basis. The consultant must demonstrate that they have the qualified personal available to meet these schedules.
2. The selected consultant staff will report directly to the MDOT Kalamazoo TSC Team. This team will consist of a Delivery Engineer, Assistant Delivery Engineer and construction staff assigned to this project for its entirety and will be on site as necessary during construction. The consultant staff will

operate under the MDOT Delivery Engineer and Assistant Delivery Engineer and shall be in charge of the day-to-day construction activities for the project. MDOT will retain control over all monetary extras and changes and the design revision process. All of the consultant personnel shall meet with the MDOT Team prior to construction of this project. This will familiarize everyone with one another and define/clarify roles and responsibilities.

3. The fixed fee shall be 11%.
4. As is typically the case, the consultant will be required to document and process all IDRs and other documents using FieldBook. MDOT staff may review the FieldBook at any time during regular business hours and create FieldManager items.
5. The consultant shall assist and attend weekly progress meetings.
6. MDOT Field Office and Communications staff shall handle primary communication issues. It is expected that the consultant be available to MDOT at all times for issues that may need clarification for public releases.
7. The Consultant shall contact the Project Engineer Manager (PEM) prior to beginning any work on this Project. Key consultant personnel are required to attend a partnering session with the MDOT staff prior to construction.
8. **There will no reimbursement for travel time, vehicle rental and mileage.**
9. **Chargeable time will begin when inspectors arrive on project.**
10. **The inspectors shall submit time sheets on a weekly basis to the Project Engineer for review and approval.**

II. GENERAL

The Consultant shall furnish all services and labor necessary to conduct and complete the Preliminary Scope and Design Services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant=s principal contact with the Department shall be through the designated Project Engineer Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and perform in compliance with, the standard construction practices of the Department; the Project construction contract, proposal, and plans; the Standard Specifications

for Construction and applicable publications referenced within; the Michigan Construction Manual; the Density Control Handbook, the Materials Sampling Guide; the Materials Source Guide, the Materials Quality Assurance Procedures Manual; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

- D. The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager.

III. Inspection and Testing Services to be Performed by the Consultant

The Consultant agrees to:

- A. Provide one (1) full time experienced inspector as needed under the direction of the Project Engineer Manager. The inspector(s) assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.
- B. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans, proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.
- C. That all work under this Agreement will be performed in compliance with the contract documents and the standard practices of the Department.
- D. The inspectors will accurately report, measure, compute, and document all quantities of items of work.
- E. The inspectors shall provide their own transportation to, from, and on the project site to perform the services outlined herein. No reimbursement will be issued for transportation cost.
- F. The inspectors shall provide lap top computers (or equivalent) with Field Manager and/or Field Book software and produce all daily inspection reports in this format.
- G. The inspectors shall be proficient working with metric and English units.

- H. The inspectors shall wear personal safety equipment in accordance with MIOSHA and MDOT requirements and practices while on the project site.
- I. The inspectors shall attend all project related meetings, when directed by the Project Engineer Manager.
- J. The inspectors shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.
- K. The Consultant shall be responsible for any errors that occur on the project due to an inspection and/or testing error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem MDOT will forward a copy to the consultant for reimbursement.

IV. Services to be Performed by the Department

- A. The Project Engineer Manager shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.
- B. The Project Engineer Manager shall furnish office space for the use of the inspectors to perform the services required herein.

V. Consultant Payment

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Instructions for Requesting Reimbursement of Contract Costs" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed. **In addition, copies of invoices/bills for service shall be submitted to the Project Manager when submitted to Lansing.**

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses, mileage reimbursement, travel time and vehicle rental will not be paid by the Department. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the inspection and testing activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.